



## Job Advert



**Position Title:** Finance manager  
**Location:** Juba  
**Report to:** Executive Director.  
**Number of posts:** one (01)  
**Duration of Contract:** 6 Months with possibility of extension depending on funding availability  
**Application Start:** 12<sup>th</sup>/ 04/2024  
**Application End:** 2<sup>nd</sup>/05/2024

### Organization Background

*Help Education South Sudan* (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (Reg. #696) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek, Tonj South and Gogrial) Greater Equatoria (Juba, Terekeka, Mundri West) and Greater Upper Nile (Bor).

### **Main purpose of the Job:**

The finance manager will be responsible for managing the financial operation of the organization by ensuring that proper procedures and documentation are maintained in compliance with donor regulations, financial policies and procedures, collaborate with all project team, local government authority and other partners, oversee the expenditure and accountability for project funds, responsible for project reports, ensure adherence to financial control, process and financial procedure and reporting timelines, overall management and control of the management reporting budgeting and forecasting process in HESS.



## DUTIES AND RESPONSIBILITIES:

### General Accounting, Financial Management and Reporting:

- Responsible for monthly financial close and reporting, including standard financial statements and grant level reporting.
- Monitor and evaluate internal controls and compliance procedures.
- Assist Operation Manager and Executive Director in budget preparation, budget analysis, and forecasting.
- Provide Senior Management Team with timely and accurate Budget vs. Actual analysis reports, including explanations of variances.
- Disseminate and train staff on new coding of new grants and projects as they are initiated for use on coding of vouchers, distribute account coding guidelines to staff and verify proper coding of vouchers received prior to data entry.
- Manage cash flow, including timely fund requests. Oversee the management of the country office petty cash fund and bank accounts, including monthly reconciliation.
- Ensure that Annual Audit is carried out in a timely manner as required by the organization.
- Maintain and monitor an effective HESS filing system including but not limited to; bank documents, withdrawal slips, transfer records, bank statements, invoices, and payroll records.
- Track project expenditures, keep detailed accounting records and prepare financial reports.
- Provide Accurate Financial reports to ensure compliance to accounting standards and best practice.
- Manage general ledger accounting system.
- Reconcile Accounting software reports and project reports.
- Monitor the advances register.
- Ensure accountability in the preparation, review consolidation and submission of correct and complete project financial reports on time.
- Coordinate and ensure availability of all documents during project audit.
- Ensure internal financial control regular compliance.
- Ensure adherence to financial controls, processes and procedures.
- Participate in quarterly physical assets and inventory verifications.
- Follow up on the financial related audit recommendations and take actions accordingly.
- Working collaboratively with different partner organization finance team, as well as different departments within HESS to ensure project results are achieved on time without compromising quality.
- Managing donor grants with strict reporting deadlines.
- Prepares the organizations to forecast risks and put in mitigation plans with the team and meet unforeseen risks effectively.



**Minimum Qualification / working experience;**

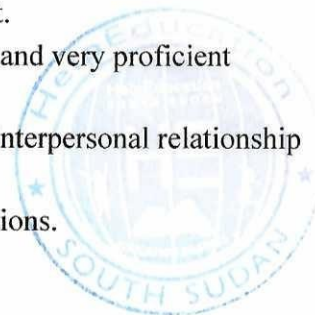
- A university degree in accounting or in a related field, with a CPA or ACCA and knowledge of finance management software such as QUICK BOOKS are required.
- At least three to four years of previous experience in professional accounting or closely related financial management work is required.
- Ability to analyze accounting process and identify practices and procedures that require correction or modification.
- Must be able to formulate recommendation to maintain accounting system in high state of efficiency.
- Computer literacy especially MS word, Excel, Access and other accounting software.
- Experience with different international donors' requirement, particularly GPE, ECW, UNICEF, and Save the Children International reporting procedures.
- In depth knowledge of finance and accounting preferably in non-profit making organization.

**Demonstrated behaviors by the post holder to successfully perform the role:**

- Hardworking with capacity to work independently with minimum supervision honest, integrity, open and transparent personality.
- Team player and work towards achieving a team goal and result oriented.
- Be able to respect all groups of people in the community and culturally sensitive.
- Persuasive and able to work in different cultural settings.
- Motivated, energetic and strives to develop and support others.
- Work for the best interest of the organization and community.
- Appreciate child rights and gender equality.
- Ability to work under harsh condition.
- Ability to work under multi-disciplinary and multi-cultural environment.

**Skills specific to the post needed to put knowledge into practice.**

- Excellent analytical and problem-solving skills.
- Planning and organizing skills.
- Influencing and persuasion skills.
- Excellent verbal and written communication skills, with professional knowledge of English Language and Juba Arabic language can be an asset.
- Excellent communication skills appropriate to the audience and very proficient computer skills and use of relevant accounting packages.
- Team player with friendly personality; able to build strong interpersonal relationship with the local communities.
- Ability to work independently and willing to follow instructions.



## **SPECIAL CONDITIONS**

### ***HESS commitment to Safeguarding***

HESS is committed to the safeguarding, Prevention of Sexual Exploitation and Abuse for all and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

### **Accountability within HESS.**

Alongside our safeguarding policy HESS is an equal opportunity employer and has set of integrity policies. Any candidate offered a job within HESS will be expected to adhere to the following key areas of accountability.

- Comply with HESS policies and procedures with respect to safeguarding, prevention of Sexual Exploitation and Abuse and code of conduct,
- Health and safety for the communities we work for.
- Ensure confidentiality.
- Do no harm principle and unacceptable behavior protocols.
- Report any Concerns about inappropriate behavior of HESS staff or Partner to HESS.

**Deadline for submission of applications is 2<sup>nd</sup> May, 2024 at 5:00 p.m. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3<sup>rd</sup> Floor, Hai Cinema, while the soft copies to be sent to: [hr.helpeducationssd@gmail.com](mailto:hr.helpeducationssd@gmail.com)**

**Only shortlisted candidates will be contacted via e-mail or phone,**

**The position is open for South Sudanese Nationals only.  
women are strongly encouraged to apply!**

